

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COMMISSIONER OF SOCIAL SERVICES (Group I)**

Jurisdictional Class: **Non-Competitive**
Date Adopted: **Unknown**
Date Revised: **Jan. 29, 1998 (MQ syntax only); 8/2/00 (Spec. Req.)**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

GENERAL STATEMENT OF DUTIES: Has complete charge of a local public welfare program in one of the Social Services districts in the State. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Social Services or an employee in any other title denoting the chief executive officer in one of the Social Services districts in the State, is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the Social Services Department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Department of Social Services, over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self-support. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges.

TYPICAL WORK ACTIVITIES: (illustrative only)

Is responsible for all phases of the public welfare program, including planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation; Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state board;
Determines personnel requirements, and is responsible for the appointment of staff in compliance with state law and local civil service rules;
Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources as well as the State's educational leave program;
Cooperates with representatives of the State Department of Social Services in the operation and development of the local social services district program, and directs the preparation and submission of required reports to the state department.
Is responsible for the public relations of the social services district, and for the interpretation of the public welfare program to the community;
Cooperates with other agencies, public and private, officials and citizens in planning for community service;
Has responsibility for the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries and other institutions as dictated by the needs of the social services district.

Last Reviewed: 8/2/00
Last Updated: Jan. 29, 1998 (MQ syntax only); 8/2/00 (Spec. Req.)
Reviewed By: n/a
Last Reallocated: n/a

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Minimum Qualifications:

Applicants must hold at least a bachelor's degree from an accredited college or university and have *either*:

- (A) Four (4) years of satisfactory full-time paid experience in a health, education, or social agency, two (2) years of which must have been in a satisfactory administrative or managerial capacity, **OR**
- (B) Four (4) years of responsible full-time paid experience in an administrative or management position which includes responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE:

1. Each year of experience as a chief executive officer of a public social services department in a local social services district, within six (6) years immediately preceding the date of appointment, shall be considered the equivalent of two (2) years of the experience required in either A) or B) above.
2. Post-graduate training at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, may be substituted on a year-for-year basis for up to two (2) years of the required experience, however, no such post-graduate training shall be the equivalent of the administrative or managerial experience required under A) above.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbent will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.